



STATE OF TENNESSEE
TENNESSEE STUDENT ASSISTANCE CORPORATION
SUITE 1510, PARKWAY TOWERS
404 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-0820
(615)741-1346 • 1-800-342-1663 • FAX (615)741-6101
www.CollegePaysTN.com

MEMORANDUM

TO: Financial Aid Directors

FROM: Robert W. Ruble, Executive Director
Tennessee Student Assistance Corporation

Clyde Walker, President
Tennessee Association of Student Financial Aid Administrators

DATE: February 5, 2008

RE: Summer Internship Program for Counselors

The Tennessee Association of Student Financial Aid Administrators and the Tennessee Student Assistance Corporation are again sponsoring a summer internship in financial aid for high school counselors. The purpose of this project is to enable high school counselors to be better prepared to assist students and parents, especially those that are economically disadvantaged, with an awareness of the financial aid process and the availability of student financial assistance to attend postsecondary education in Tennessee.

This joint project will provide the opportunity for twenty high school counselors from across the state to spend up to eight weeks during the upcoming summer to work in a financial aid office. The counselors are to be trained in all facets of financial aid administration that relate directly to students making the transition from high school to college.

Under this project the participating postsecondary institution will enter into a contract with TSAC to be reimbursed for the wages and FICA paid on behalf of the counselor. The postsecondary institution will pay the counselor as any part-time employee and bill TSAC under the contract.

Counselors will attend a mandatory workshop June 2-4, 2008 at Fall Creek Falls State Park in Pikeville, TN. The internship is scheduled to begin on or about June 9, 2008 and extend up to eight weeks during the summer. The counselors will be assigned to an institution of postsecondary education in the vicinity of the counselors' high school.

If your institution would like to be considered as a potential training site under the following criteria, please complete the enclosed application and return it to Cruzita (Crusie) Lucero, Northeast State Technical Community College by February 29, 2008.

Postsecondary Institution Criteria for Consideration:

- ☐ The supervising financial aid administrator must have experience in financial aid administration.
- ☐ Prior experience in training individuals to work in student financial aid is needed.
- ☐ TASFAA membership must be current.
- ☐ An eligible institution must be participating in the Federal Title IV aid and TSAA programs as a minimum.
- ☐ There must be a willingness to train the high school counselor.
- ☐ There must be physical facilities to accommodate the program.
- ☐ Geographical distribution of the postsecondary institutions will be a factor.

If you have questions, contact Cruzita (Crusie) Lucero at the address on the bottom of the enclosed application.

RWR:dp

Enclosure

INSTITUTION APPLICATION

High School Guidance Counselor Internship Program – Sponsored by TASFAA/TSAC

Name of Institution _____ OPEID # _____

Name of Director of Financial Aid _____

Address _____

City _____ County _____ State _____ Zip _____

Fall 2007 headcount _____ Fall 2007 FTE _____

Indicate the programs your institution currently participates in:

☐

Federal Pell

☐

Federal Perkins Loan

☐

FWS

☐

Federal Stafford Loan

☐

FSEOG

☐

Federal PLUS

☐

TSAA

☐

TELS Programs

Unduplicated number of students receiving aid from all sources in 2007-2008 _____

List your institution's 2005 federal cohort default rate _____

Person who will be responsible for supervising the counselor:

Name _____ Title _____

Phone Number _(_____) _____ Email Address _____

How many counselors are you willing to train? _____

Return this form to:

Cruzita (Crusie) Lucero
Northeast State Technical Community College
P.O. Box 246
Blountville, TN 37617-0246
Phone: (423) 323-0233
Fax: (423) 323-0232
cmllucero@NortheastState.edu

Please return by February 29, 2008